



Administrator's Guide

**January 2009
for PAW Version 2.0**

PAW Administrator's Guide

Version 3.0

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About This Guide

Throughout this guide, text boxes like this one will provide additional context and explain the intent of certain steps.

This guide is for individuals responsible for installing and maintaining PAW. Directions for PAW's other features, such as how to add, edit, and manage clients, analyze the program, and report all required data elements to DOL/ETA, is included in the Core User Guide.

What's New in PAW Version 2.0

This new version of PAW has some important updates that were either in development when Version 1.0 was released or were incorporated based on user feedback. We will continue to improve the system and we appreciate and value all the feedback we receive. Here are the new features to look for in this release.

Grant Start Date versus Program Start Date [See p. 11 - this new element will be called out in the guide with a **New in V. 2.**]

PAW previously calculated 9134 New Participant counts (line items 3-31) based on the start quarter for the first occurring qualifying service. If the start quarter preceded the grant start quarter (based on the grant start date) then those counts would not be included in the Current Quarter column when the report quarter equals the grant start quarter.

PAW 2.0 now has a method for calculating 9134 New Participant Counts so participants beginning in a quarter prior to the grant start quarter are counted in the grant start quarter. Upon installation of the next release the grantee will be required to enter a 'Grant Start Date' in the Grantee Edit form before they can continue to use PAW. This will function similar to the registration process for the initial release which required the grantee to enter their identifying information before they could begin using PAW.

Batch Import Function [See p. 14]

This much requested feature to be able to import large batches of participants into PAW at one time has now been developed and is available in this version. Detailed instructions and a template are available separately from the download site.

PAW Help Tool [See p. 31]

A Help tool is now available which should greatly facilitate getting quicker answers to questions as you use the system. This tool is available via the PAW menu bar, directly via the .chm file, and by pressing the F1 function key on the keyboard. The "Help tool" will open to display context-sensitive help for the particular form or report they have open.

Race and Ethnicity [See Core User Guide for more information]

There are now two headings for 'Race' and 'Ethnicity' in place of the previous heading: 'Race and Ethnicity'. In addition, there is now a new selection for 'More Than One Race' so the selections under 'Race' are now mutually exclusive and one selection will be required.

The option 'Hispanic/Latino' now appears under 'Ethnicity' and is an optional selection.

This alters the method for counting New Participants Served as follows:

1. Line item B.3i. More Than One Race - change from counting records with at least 2 Race selections and/or Hispanic Latino to counting records where the new Race choice 'More Than One Race' is selected.

2. Line item B.3j. Hispanic/Latino and More Than One Race - change from counting records with at least 2 Race selections and Hispanic Latino to counting records where both the new Race choice 'More Than One Race' is selected and the Ethnicity choice 'Hispanic/Latino' is selected.

Birth Date [See Core User Guide for more information]

Birth Date is a required field on the Intake tab, yet grantees do not always know this information. This information may now be captured either:

1. Enter a Birth Date, or
2. Select one of the new options:
 - 'Age at Participation less than 18' radio button, or
 - 'Age at Participation 18 or older.'

These three choices are mutually exclusive and one selection is required. If one of the less than/more than options is selected, 'Age at Participation Date' will not be calculated but '<18' or '>=18' will be displayed, respectively. Similarly, if one of the less than/more than options is selected, 'Current Age' will remain blank.

Capstones and Drop Outs [See Core User Guide for more information]

Previously, there was no way to indicate a client had dropped out of a Capstone course, other than deleting the activity, in which case the grantee would not be credited for that client starting Education/Job Training Activities (line item C.1) on the 9134. Now when a capstone training course activity has been added for a client, you will have the option of checking 'Dropout' on the service selection form. This will reset the End Date to today's date.

This also changes the method for counting line item C.2. Number Completed Education/Job Training Activities, and all sub-items (2a-2c(20)) on the 9134 so clients where 'Dropout' has been selected for capstone courses are not included. Such clients will still be included in counts for C.1. Number Began Education/Job Training Activities.

For dropouts of non-capstone courses, you must simply remember to change the end date.

WARNING *** WARNING ***WARNING

If you/your organization have been using the first version of PAW, please follow the instructions in the “Update Installation Guide” available from the download site. There are several steps that should be followed in order to ensure a smooth transition and to maintain the integrity of your data.

Managing Security Warnings in PAW

Note: The screen shots used throughout this guide are from PAW being used on **Access 2007**. Your screens may look slightly different both in graphics and in text.

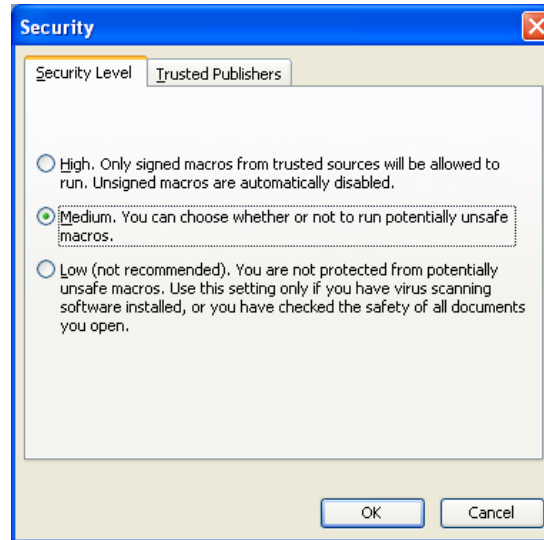
Access 2003

3 separate security prompts designed to alert users to the dangers of accepting files from unknown sources may appear:

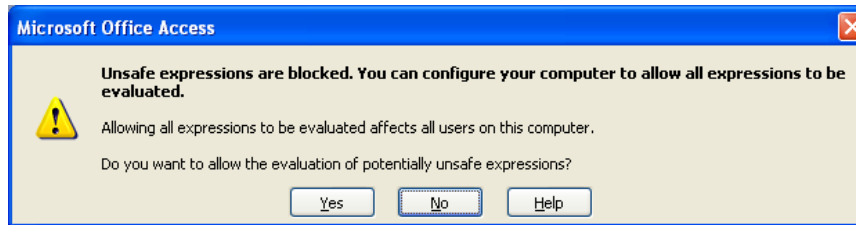
1. “Do you want to block potentially unsafe expressions” (select No),
2. “Do you want to allow potentially unsafe expressions” (select Yes), and
3. “A Security Warning asking if you want to open this file” (select Open).

To deactivate these warnings, do the following:

Open Microsoft Access 2003 by selecting Start...Programs...Microsoft Office...Microsoft Office Access 2003. View your current Macro Security setting by clicking Tools...Macro...Security. The following ‘Security’ screen will appear:

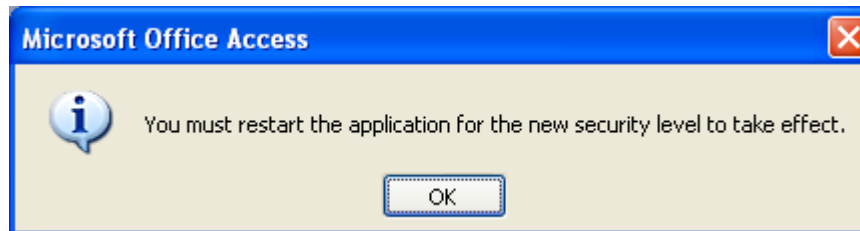


If Low is already selected, click OK. Otherwise, select Low then OK. If you have previously elected to allow potentially unsafe expressions, the ‘Security’ screen will close and you will be returned to the opening screen. Simply close the Access window at that point. Otherwise, the following prompt will appear:



Select No if you are unsure of the source of the Access file (*.mdb) you are opening. The prompt will disappear and the opening screen will reappear. Simply close it to exit Access.

Select Yes for all PAW files obtained from the official download site. These do not contain any unsafe expressions. The following restart prompt will appear:



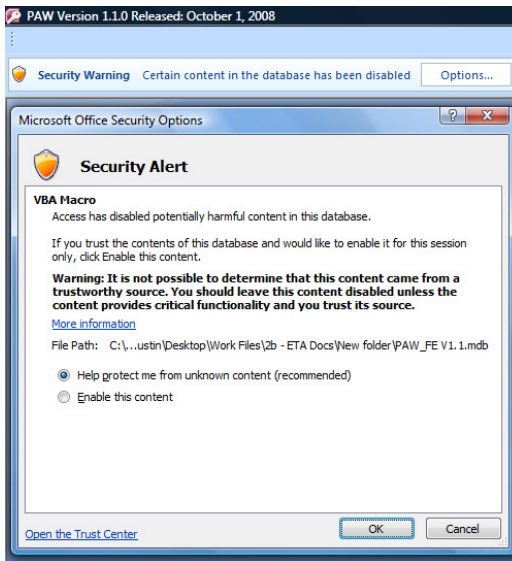
Click OK. The prompt will disappear and the opening screen will reappear. Close the Access window to exit Access.

Open the PAW application file (PAW_FE.mdb) as normal. No security prompts should appear.

Access 2007

Two separate security prompts designed to alert users to the dangers of accepting files from unknown sources may appear:

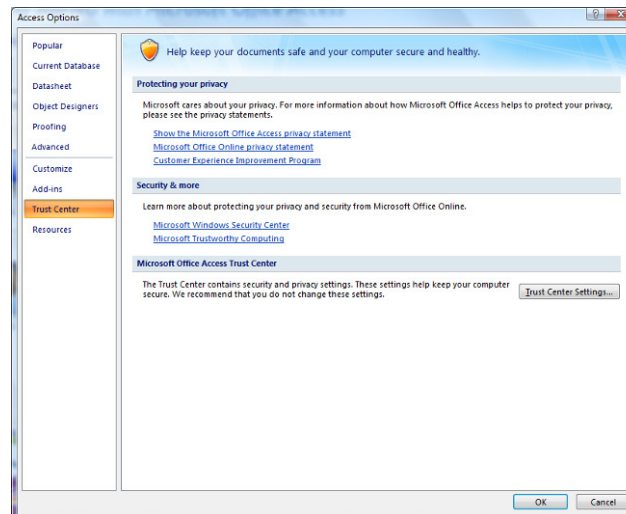
1. "Security Warning: Certain content in the database has been disabled." (Select Options)
2. A "Security Alert" pop-up window will appear. (Select 'Enable this content.')



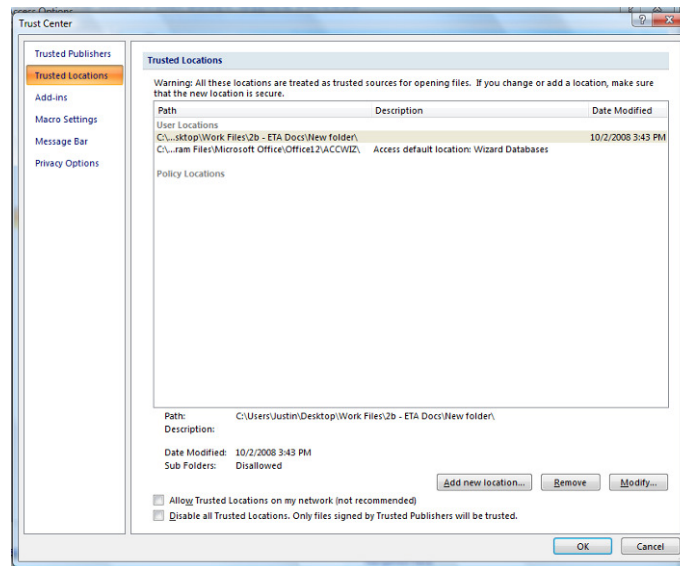
To deactivate these warnings, do the following:

Open Microsoft Access 2007 by selecting Start...All Programs...Microsoft Office...Microsoft Office Access 2003.

View your current Macro Security setting by clicking the drop down arrow to the right of the Save, Undo and Repeat buttons at the top of the screen and selecting More Commands. The following window will appear:



Select the Trust Center option in the left and the Microsoft Office Access Trust Center, click the ‘Trust Center Settings’ button. After the Trust Center window opens, select the Trusted Locations option on the left.



Click the ‘Add new location’ button and then navigate to the folder which contains the database files that you previously downloaded. Click Ok until you return to the original start screen. Close Access.

Open the PAW application file (PAW_FE.mdb) as normal. No security prompts should appear.

Installing PAW

Before installing PAW, all other applications should be closed. If desired and for best viewing, screen resolution should be set 1024 X 768 or higher. If the windows taskbar appears at the bottom of the screen, it should be shrunk to enable the maximum viewing area for PAW.

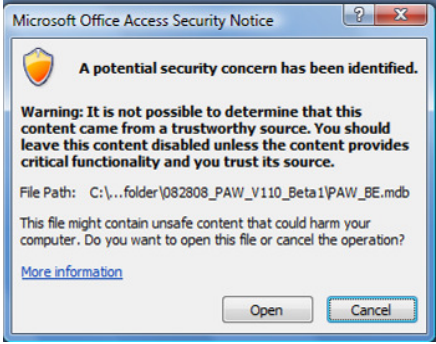
Note: The screen shots used throughout this guide are from PAW being used on **Access 2007**. Your screens may look slightly different both in graphics and in text.

Go to www.tatc.com/PAW, save all the documents and files to your machine. Make a note of where the files are saved. It is recommended that you save the documents in an easily identifiable folder that will remain unchanged. If multiple people will be accessing the system, be sure to make this location available on your network. Please note, only one user may be in the system at a time.

In addition, if you will be using PAW across more than one location, each local administrator will need to save their own copy. See both the note below in *Initial Setup – Grantee Information* regarding assigning office codes for each location and the section regarding Exporting/Importing a Field Office.

Optional: Create a shortcut to PAW_FE.mdb.

- From My Computer or Windows Explorer, right click on the file PAW_FE.mdb.
- Select Send To Desktop (create shortcut) if this is permitted by your network settings. Otherwise, click on the file directly from whatever

Step	Anticipated Outcome
Double-click on the PAW FE to open the application.	A 'Broken or Missing Links' prompt appears enabling the user to update the links.
Click the 'OK' button.	<p>A Select the Backend Database dialog appears with the current directory and the filename 'PAW_BE.mdb' selected.</p> <p>Note 1: Access 2007 users may initially see a Security Notice and you may also be required to bypass this warning in order to link to all of the tables.</p> 
Click the 'Open' button.	A 'Re-link Successful' prompt appears. Click OK and the Grantee Information screen displays.

Initial Setup – Grantee Information


Step	Anticipated Outcome
Enter the Grant Number (format: AA-00000-00-00 (AA) where A = letters and 0 = numbers), Grantee Name, Project Name, Address, Phone and Fax required fields. Click the ‘Save’ button.	The Missing Element prompt appears informing the user that Zip is required.

Office Codes

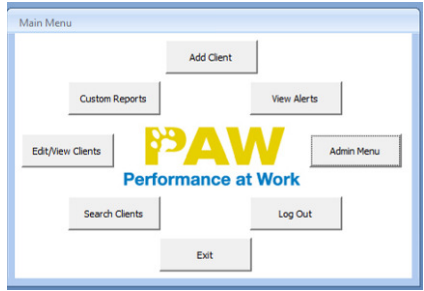
When you are asked to provide your grantee number, please note the final parentheses “()” at the end of the field. This space **must be filled with two letters** which can be anything you choose and is unrelated to your grant number.

This space is merely used to indicate that your first database is the “Main Office” (e.g. “AA-12345-67-89 (MO)”) database in case you have field offices that will also be using a PAW database. This designation is needed so that the individual databases can be imported into the one Main Office database for reporting purposes. This process is described in more detail in this Guide starting on [page 16](#).

NEW in V. 2 Enter the Grant Start Date.	You will be required to use the MM/DD/YYYY format.
Enter a new Grantee Zip Code.	A ‘Value not in list’ asks the user if they want to add the value to the list.
Click the ‘OK’ button.	The Add/Edit a Zip Code and City dialog appears.
Enter a new city.	A ‘Value not in list’ asks the user if they want to add the value to the list.
Click the ‘OK’ button.	The Add/Edit a City and State dialog appears.
Select the Grantee state. Click the ‘Save’ button.	The City/State dialog disappears. The new city and state are captured on the Zip/City dialog.
Click the ‘Save’ button.	The Zip/City dialog disappears. The new zip city and state are captured on the Grantee Information dialog.
Click the ‘Save’ button.	<p>A ‘Registration Successful’ prompt appears.</p> <p><u>PAWAdmin</u> is the initial login ID and <u>guest</u> is the initial password.</p> <p>New users will be required to change their password the first time they log on.</p>

Note the logon information and Click the 'OK' button.	<p>The logon screen appears.</p> 
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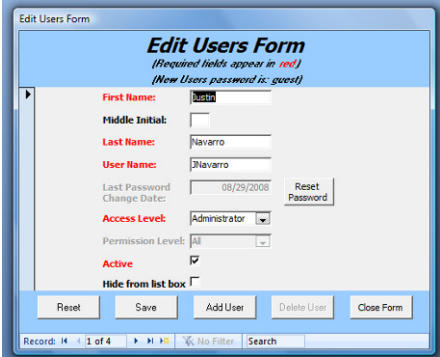
Initial Setup – Administrator Information

Step	Anticipated Outcome
Enter the User Name and Password noted above and click the 'Enter' button.	The Reset Password Form displays.
<p>Create a new password. Click the 'OK' button.</p> <p>NOTE: Passwords must include 3 of the following 4 character types:</p> <ul style="list-style-type: none"> (1) Upper Case letters, (2) Lower Case letters, (3) Arabic Numerals (0-9) and (4) Special Characters (!@#\$\$%, etc.), and (5) Must be 8-12 characters in length. <p>Example: <u>Grantee*1</u></p>	A 'No Alerts' message appears informing the user there are no alerts.
Click the 'OK' button.	<p>The PAW Main Menu appears.</p> 

Optional Step – Resetting the Administrator Password Using the “Backdoor”

Grants Management Tip

This step describes the process for resetting the Administrator password using the “backdoor.” This will not be necessary during the initial setup, but could be useful later if a user’s password needs to be reset.

Enter the User Name BUT, this time enter ‘backdoor’ as the password.	<p>The Special Access Account screen appears instructing the user how to reset an Administrator account.</p> <p>NOTE: This password should only be made available to administrators.</p>
Click the ‘OK’ button.	<p>The Edit Users Form displays. Information for the registered user displays as the first record.</p> 
<p>Note that the Access Level is <u>Administrator</u> and the Permission Level is defaulted to <u>All</u> and Active is checked.</p> <p>Attempting to unclick Active will prompt a display informing you that since there are no other active administrators, the change cannot be saved.</p>	
Click Reset Password to force this user to change their password the next time they login.	A prompt appears asking the user if they wish to reset the password to ‘guest’.
Click ‘Yes’, then click the ‘Save’ and ‘Close Form’ buttons.	The login screen appears.
Log in using the account that was reset in the previous step.	The Reset Password Form displays.
Reset the password and return to the Main Menu as before.	

Batch Importing

If your program has been underway for some period of time and thus been enrolling and tracking participants in some other system other than PAW, you may wish to use the batch import function that was included in this latest version of PAW. There is no minimum or maximum number of participant records needed to use the system so a determination by you/your organization will be needed to decide the value of using this option.

Please be aware that the import function a) captures only specific required information about participants and cannot be customized to gather proprietary information and b) you must follow the template provided in order to use this function as it was designed.

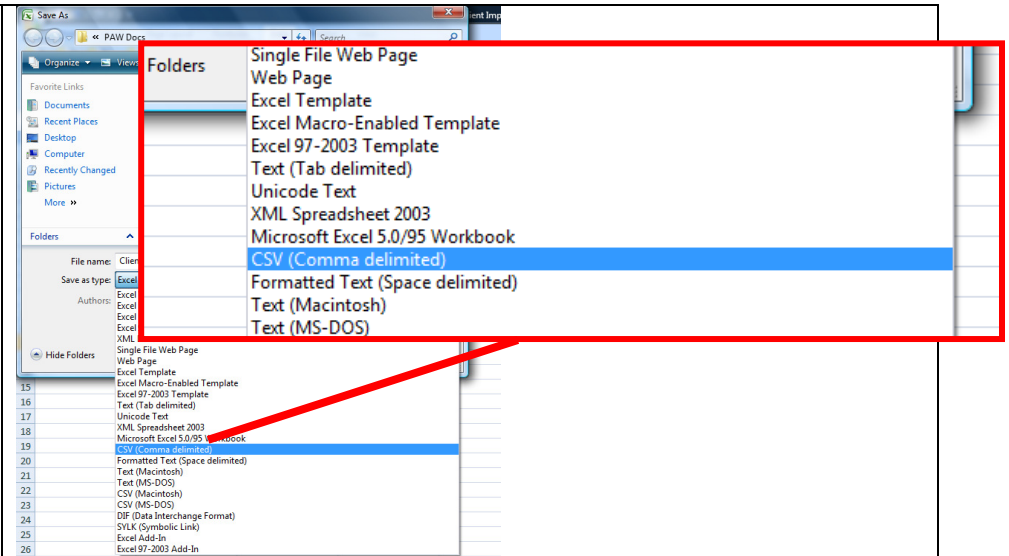
Should you choose to use the import function here are the recommended steps to follow.

Using the “Client Import Spec Template”:

1. Download “Client Import Spec Template” (an Excel file) and “Client Import Specification” (a PDF) from the download site.
2. Gather the required data and manipulate it into the format required by the template document.
 - For example, if you have been keeping your records in a Word document or Excel document, try to format it in such a way that copying and pasting into the required format of the template will be relatively easy and error free.
 - The template provides an example of how to format the fields AND provides drop down options for manual entry. A note is also available in the heading of each column to explain what is required in each field but you may find following the “Client Import Specification” tables helpful as well.
3. Once the data is in the template, save a copy of the file for future reference.

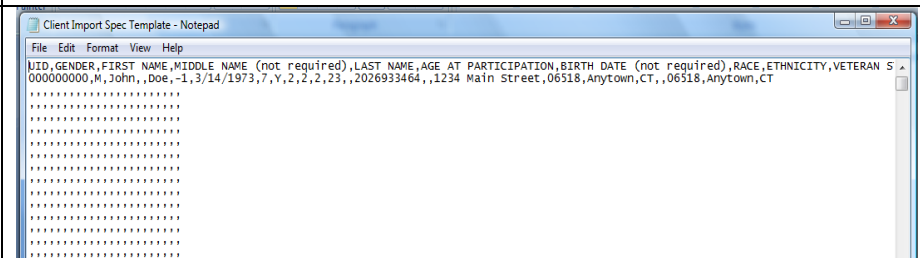
4. Save a new version of the Excel file in the “CSV (comma delimited)” format. This is done by choosing the ‘Save As’ dialogue and will look like this:

Make a note of where you save the file.

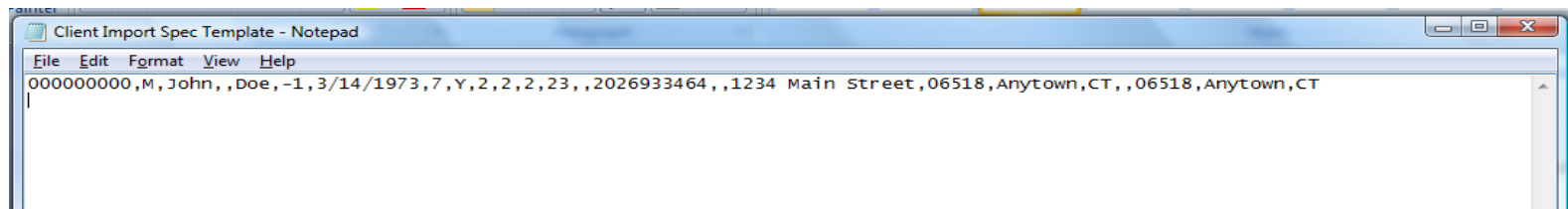


5. After saving the file in the ‘CSV (comma delimited format)’, open the file using Notepad. Either open the file with Notepad or open Notepad and then navigate to the file where it was saved.

The file should look something like this:



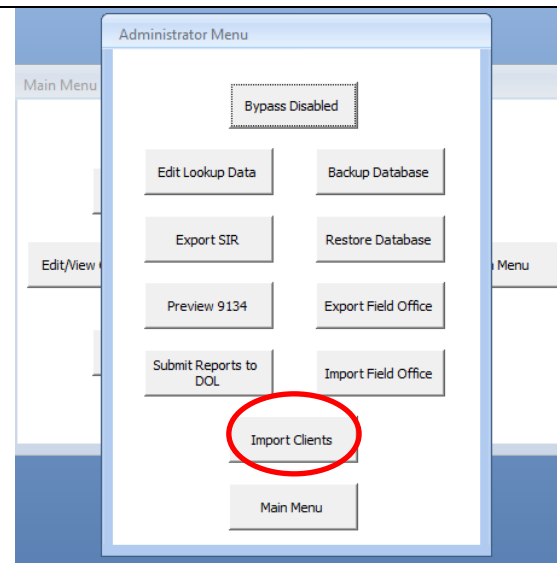
Delete the heading line and then delete ALL of the extra commas to the end of the page. It should look like this when it's properly corrected:



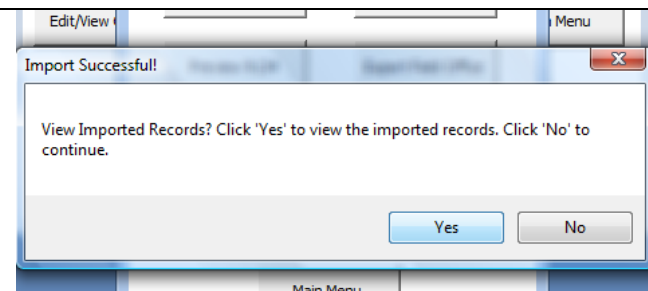
Save this file as a text file.

6. Next open PAW and navigate to the Admin Menu where you will see the “Import Clients” button. Click that button.

Navigate to the text file you just saved and open it. The import process will begin.



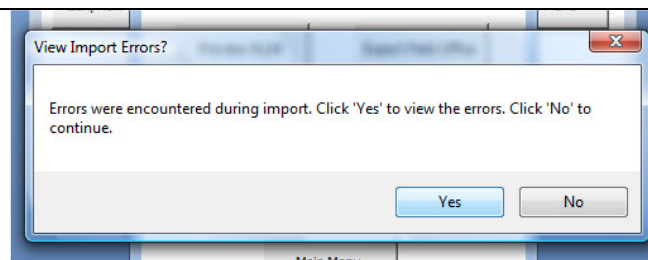
7. If the text file is free of errors, after a short period, you will get a prompt telling you the import was successful and giving you the opportunity to view a report detailing the records that were imported.



8. If the text file has errors, you will get a prompt telling you errors were encountered and giving you the opportunity to view a report detailing what those errors were.

The error report will help you determine which record (including the UID) and what part of the record had errors (e.g. improper format for a field, a field that must have information was left blank, etc.).

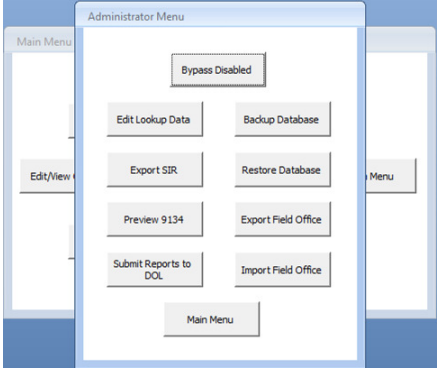
It is recommended you go to the original Excel file and make the corrections there and then repeat the steps above.

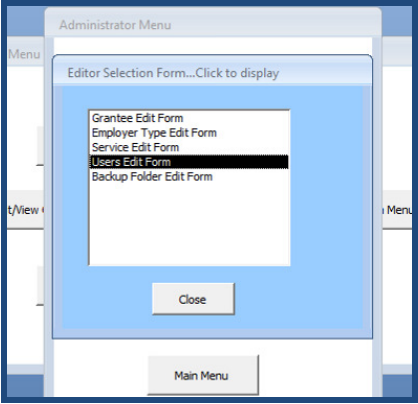
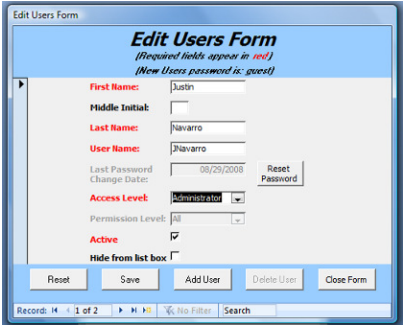


Creating User Accounts

Grants Management Tip

PAW offers three user roles—Administrator, User, and Super User. Administrators have full access to the system, Users can access all clients they have been assigned, and Super Users can access all clients. Additionally, Users and Super Users must be assigned an access level, which determines their ability to Read, Add, Edit, or Delete clients. These user roles were created to give grantees the flexibility to assign varying levels of access to the individuals who will use PAW, in an effort to minimize the risk of unintentional data corruption. If this extra layer of control is not desired, a grantee can simply give each user “Administrator” status.

Step	Anticipated Outcome
From the PAW Main Menu, click the ‘Administrator Menu’ button.	<p>The Administrator Menu appears.</p> 

<p>On the Administrator Menu, click the ‘Edit Lookup Data’ button.</p>	<p>The Editor Selection Form appears.</p> 
<p>On the Editor Selection Form, click the ‘Users Edit Form’ option.</p>	<p>The Edit Users Form displays.</p> 
<p>Click the ‘Add User’ button.</p>	<p>A blank record appears.</p>
<p>Enter the required fields for the new user.</p>	

Select the desired Access Level. There are three levels:

- Administrators who can access ALL clients and add/edit/delete users.
- Super Users who can access ALL clients.
- Users who can access ONLY the clients they have been assigned.

Select the desired Permission Level.

The Permission level for administrators is set to All. Super Users and Users may be assigned varying levels of permission as indicated here:

The screenshot shows a web-based user management interface. On the left, there are labels for 'Access Level', 'Permission Level', 'Active', and 'Hide from list box'. The 'Access Level' dropdown is set to 'User'. The 'Permission Level' dropdown is open, showing a list of options: 'Add Only', 'All', 'Delete Only', 'Edit Only', 'No Add', 'No Delete', 'No Edit', 'Read Only', and 'Read/Add'. The 'All' option is selected. Below the dropdowns are 'Reset' and 'Save' buttons. At the bottom, there is a 'Record: 1 of 4' indicator.

Unless there are specific requirements for individual user permissions it is recommended that 'All' be selected.

Note the User Name for later. The initial password for each new user will be 'guest'.

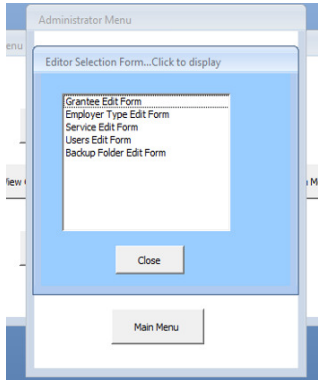
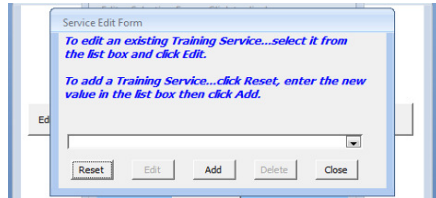
Click the 'Save' button, and continue repeating this procedure until all desired user accounts have been created.

Adding a Service

Grants Management Tip

PAW uses "Services" to calculate several of the required data elements on the 9134. For example, information from "Services" is used to calculate the "Number Received Degree/Certificate" data element, as well as "Number Completed Education/Job Training Activities". **In PAW, "Services" refers to grant-funded activities that trigger participation. In other words, Capacity Building and Career Awareness/ Exploration Activities do not qualify as "Services" and must not be included in PAW.**

All grantee-added "Services" in PAW trigger participation and extend the date of exit, so including Career Awareness and Exploration activities or capacity building activities will yield inaccurate reports. These required data elements must be tracked and reported independently of PAW.

Step	Anticipated Outcome
<p>On the Main Menu, click on Admin Menu, click Edit Lookup Data, and then click the Service Edit Form.</p>	<p>The Service Edit Form appears</p> 
<p>Type the title of a new training course in the list box and click Add.</p>	<p>The Edit/Add a Service form appears.</p> 

Grants Management Tip

The data element “Number Completed Education/Job Training Activities” is based on each grantee’s definition of completion. To implement this requirement in PAW, grantees must indicate when adding a “Service” if completing that course is sufficient to “Complete Education/Job Training Activities”. If so, the “Capstone Course?” box must be checked. If a service is not sufficient to “complete Education/Job Training Activities”—if it is a preliminary course, for example, or any class in a training sequence other than the final course—then the “Capstone Course?” box must be left unchecked.

Please also note that if any of your programs have multiple courses/activities and any one of them could be a capstone course, you will need to create two services – one for a regular course and one as a capstone course.

Example: If you have three courses in a program that can be taken in any order, you will need a “Course A” and a “Course A - Capstone” or some other designation indicating the difference.

Select 'Training' as the Service Type.	A Course Duration text box and a Capstone Course (?) checkbox appear as required elements. The Course Duration unit is days.
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Grants Management Tip

"Course Duration" is calculated in days, and does not count holidays or weekends. "Course Duration" is included in PAW for grantees' convenience, and is only used to set the default end date of a service. Users will always have the option to assign a different end date when adding a service on a participant's "Activities" tab.

Fill in a non-zero Course Duration value and check 'Capstone Course?'. Click Save when done.	<p>A 'Service added successfully' prompt appears.</p> <p>NOTE: The Course Duration is used to auto-calculate the course end date when adding an activity. Completion of a Capstone course counts towards performance item C.2 Number Completed Education/Job Training Activities</p>
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Miscellaneous Administrative Tasks

Backing Up and Restoring the Database

Step	Anticipated Outcome
BACKUP: From the Administrator Menu, click the 'Backup Database' button. NOTE: If the backup folder location has not been set previously with the current version, the Backup Folder Edit Form will appear, listing as a default the path to the current PAW data file (PAW_BE.mdb).	A message appears that <Path and Filename> was saved successfully where Filename is formatted as: "PAW_BE_<mmddyy>_ManualBackup.mdb."
RESTORE: From the Administrator Menu, click the 'Restore Database' button. (See note above.)	The Restore Database Selection Form appears listing all previous backups. A Delete button appears for removing undesired backups and a Cancel and Restore button appear. NOTE: Listed files can include System backups, which are performed as a precaution before all restore, import and export operations.
Select the file to restore then click 'Restore.'	A prompt appears asking the user if they are sure they want to replace the existing data file.
Click 'Yes.'	A Restore Successful prompt appears and the user is informed that PAW will check for alerts to cover the interim between current date and the backup date.
Click 'OK.'	The message "No Pending Alerts" appears.

Exporting and Importing a Field Office

Grants Management Tip

PAW allows grantees with more than one office to roll up their information into one database for calculating numbers for submission to DOL. When performing this procedure, it is important to give each field office a unique 2 character code—this will allow each to be imported to the master database. If you experience any problems with this procedure, please contact BusinessRelations@dol.gov

***This function is very straightforward but can be somewhat confusing without some background and so the following scenario is provided to help users visualize the steps that would take place. The actual steps themselves are available below.

Sterken-Navarro Community College has a grant from DOL ETA. They have two locations in which grant activities are taking place. Nathan, who is the primary administrator in the main campus office of the college, will maintain the ‘master’ database that would be used to report information to DOL. Justin, who is in the satellite office, will maintain his own separate database for the activities and participants of the grant at his location.

Nathan and Justin BOTH download a copy of the PAW database files. As agreed upon, Nathan is the master database and so when the PAW system asks him to ‘register’ his database, he enters their grant number, AA-13579-24-68-SO as requested. The “SO” indicates Sterken Office. Justin enters the same grant number but chooses “NO” for Navarro Office and so it reads AA-13579-24-68-NO.

They both enter in the users for their location, the activities that will be taking place, and then the participants they currently have. With all of that data entry complete, each copy of the database is up and running.

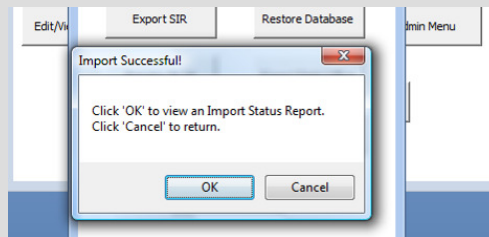
At the end of the quarter, it’s time for Sterken-Navarro Community College to report their results. Justin and Nathan agree on a time to stop adding information to the Navarro Office database. Justin then goes into the Admin Menu and clicks the “Export Field Office” button. He confirms the office code is NO and the office name is Navarro Office and then clicks Ok.

The screenshot shows a web application interface with several buttons: 'Preview 9134', 'Export Field Office', 'Submit Reports to DOL', and 'Import Field Office'. An 'Office Verification Form' dialog box is open in the foreground. The dialog box contains the following text: 'Please verify the information below. It will be used to identify your Field Office when it is imported by the Central Office.' Below this text are two input fields: 'Office Code (2 character alphabetic):' with the value 'NO' and 'Office Name:' with the value 'Navarro Office'. At the bottom of the dialog box are three buttons: 'Cancel', 'Reset', and 'OK'.

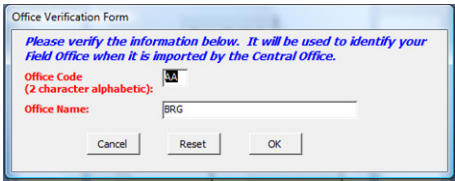
Justin receives a confirmation pop-up that the file was successfully exported and he copies that file, labeled “PAW_BE_102908_NOExport.mdb” to a thumb drive.

Aware of the importance of transmitting this information securely since it includes personal identifiable information like Social Security numbers, Justin simply takes the drive personally over to Nathan’s office. [Note: encrypting and securely transmitting the database can be done in a variety of ways. The important rule of thumb to follow is, treat this data as though your own information were included.]

At Nathan’s office, Justin provides the thumb drive to Nathan who then takes the file off of it and copies it to his own computer. He opens PAW, goes into the Admin Menu and clicks the “Import Field Office” button. A window pop-ups for him to browse to the location in which he saved the file he just moved to his computer. He clicks it and then the Open button. After a moment in which an hourglass appears, a new pop-up window appears indicating “Import Successful!” and instructions that if they want to view an Import Status Report to click Ok. Nathan clicks ok just to confirm with Justin that the records they expected to be imported are there.



PAW then checks for any alerts associated with the imported records and if there are none, returns to the Main Menu.


Step	Anticipated Outcome
<p>EXPORT: Click on the Administrator Menu then Export Field Office.</p>	<p>The Office Verification Form appears enabling the user to enter a 2-character office code and office name that will uniquely identify their office amongst offices (field and headquarters) for the grantee.</p> <p>The 2-character office code is taken from the last 2 characters of the Grant Number.</p>  <p>The Office Verification Form is a small dialog box with a blue border. It contains the text: 'Please verify the information below. It will be used to identify your Field Office when it is imported by the Central Office.' Below this, there are two input fields. The first is labeled 'Office Code (2 character alphabetic):' and contains the text 'BA'. The second is labeled 'Office Name:' and contains the text 'BRG'. At the bottom, there are three buttons: 'Cancel', 'Reset', and 'OK'.</p>
<p>Click 'OK' to accept the current information.</p> <p>NOTE: If the backup folder location has not been set previously with the current version, the Backup Folder Edit Form will appear, listing as a default the path to the current PAW data file (PAW_BE.mdb).</p>	<p>A message appears that the file: <Path and Filename> where <Path> is the current backup folder location and <Filename> is the export file formatted as:</p> <p>"PAW_BE_<mmddyy>_<officecode>Export.mdb" has been saved successfully.</p>
<p>IMPORT: Click 'Import Field Office.'</p> <p>(See note above.)</p>	<p>A File Open dialog appears listing all import files in the current backup folder location.</p>
<p>Click on the desired file and click 'Open'.</p>	
<p>Note: If you attempt to import a file with the same office code as yours, an 'Invalid Office Code' message will appear instructing you that the import, or child, office code must be different than the headquarters, or parent, office code.</p> <p>Click 'OK.' Modify the headquarters office code by clicking on Edit Lookup Data then Grantee Edit Form.</p> <p>A 'Grantee Information' edit form appears with information that auto-populates the 9134 and Common Measures reports.</p> <p>Note the last 2 characters of the Grant Number. Modify these to something different.</p> <p>Next, change the Office Name to 'Main Office.'</p> <p>Click 'Save' then 'Close.'</p> <p>Then close the Editor Selection Form.</p> <p>Click Import Field Office again and select the same export file selected previously.</p>	

<p>Note: An 'Invalid Import Clients' message will appear if some or all of the import SSNs are duplicates of existing (headquarters) SSNs.</p> <p>Return to the Main Menu and click Edit/View Clients.</p> <p>Correct the duplicate record as appropriate:</p> <ul style="list-style-type: none"> • Delete the unneeded record • Correct typos • Generate a random ID using the F2 key <p>Click Save then Close.</p> <p>Return to the Administrator Menu and import the same file as previously. Select to overwrite as before.</p>	<p>An 'Import Successful' message appears enabling the user to view a report of imported clients.</p>
<p>Click 'OK' to view the report.</p>	<p>The 'Import Status for Field Office' report displays with the client that was imported.</p>
<p>Close the import report.</p>	<p>A prompt appears informing the user that PAW will check for alerts to cover the interim between current date and the export date.</p>

Reporting to DOL

Grants Management Tip

Though PAW was developed in partnership with ETA, PAW users must still submit their quarterly reports using ETA's Online Reporting System. PAW helps facilitate this process by providing 3 materials: 1) a paper version of the 9134; 2) an electronic Standardized Individual Records file (SIR); and 3) a paper Common Measures report. The 9134 provides information required on the "Training Outcomes" tab of the Online Reporting System, the SIR contains information on exiters and can be uploaded on the "Individual Records" tab of the Online Reporting System, and the Common Measures report contains information on any participants whose common measures are calculated using supplemental data and can be reported on the "Individual Records" tab of the Online Reporting System. The steps below describe the reporting process step by step.

Step	Anticipated Outcome
1. From the Main Menu, click the 'Administrator Menu' button. From the Administrator Menu, hover over the Export SIR button with the mouse.	The popup tooltip "Click to Export to location..." appears. NOTE: after the initial export, the popup will indicate the current export location. See below.
2. Click on the 'Export SIR' button.	The Backup Folder Edit Form appears listing as a default the path to the current PAW data file (PAW_BE.mdb).
3. Click the 'Preview 9134' button on the Administrator Menu and then click the 'View 9134' button.	
4. Click the Printer icon to print the 9134 for later and the click the Close icon.	
5. Click the 'View Common Measures' button. Print the Common Measures for later. Click the Close icon.	
6. From the Administrator Menu click the 'Submit Reports to DOL' button.	PAW checks for an Internet connection and then connects to the ETA reports web site (http://etareports.doleta.gov). The login screen appears. 
Coordinate with DOL to obtain an account. Enter the password provided by DOL.	A Reporting Date selection screen appears for the sample grantee.

High Growth and Community-Based Job Training Grants System

Grantee: TRINIDAD STATE JUNIOR COLLEGE
Grant Number: CB-15971-07-60-A-8

[Log out](#)

Quarterly Performance Reporting
The High Growth Job Training Initiative (HGJTI) and Community-Based Job Training Grants (CBJTG) grantees are required to submit quarterly reports to the United States Department of Labor's Employment and Training Administration (USDOL/ETA) in order to comply with the reporting and record keeping requirements of the grant. Each grantee must submit a Quarterly Performance Report containing appropriate performance data on current program participants and to enter data on all participants who exit the program.

	Total Grant Amount	Projected People Trained	Cost per Participant
Expected Outcomes	\$1,495,672.00	250	\$5,982.50

To enter a quarterly report or view quarterly reports:

Reporting Date: Initial Report -
[Choose Reporting Date](#)

[High Growth and Community-Based Job Training Grants System User Guide](#)
[Supplement to the General Quarterly Reporting Forms & Instructions](#)

You must connect to the grantee reporting system securely to report individual data.
[Help with the Security Cert Certificate Prompt \(Internet Explorer 6\)](#)
[Help with the Certificate Error \(Internet Explorer 7\)](#)
[Instructions for installing the lock theme plug-in \(all browsers\)](#)
[DOI Master Security Certificate \(download file\)](#)

eta EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR

To enter a quarterly report or view quarterly reports:

Reporting Date: Initial Report -

[Choose Reporting Date](#)

7. If this is the very first submission then 'Initial Report' will appear as the only option in the dropdown menu.

Click the 'Choose Reporting Date' button.

NOTE: A certificate warning may appear. Click Continue to this website.

The 'Training Outcomes' tab appears. Note the Report Quarter End Date.

Grantee: TRINIDAD STATE JUNIOR COLLEGE
Report Quarter End Date: Initial Report
Grant Number: CB-15971-07-60-A-8

[Training Outcomes](#) [Capacity Building](#) [Leveraged Resources](#) [Individual Records](#) [Narrative](#)

[Training Outcomes Definitions](#) | [Printable Version](#)

This report was certified and submitted on 08/28/2008 5:17 PM

8. Enter the data manually from the 9134 printed from PAW previously.

High Growth and Community-Based Job Training Grants System

Grantee: LANE COMMUNITY COLLEGE

Report Quarter End Date: 09/30/2008

Grant Number: CB-15980-07-60-A-41

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Training Outcomes
Capacity Building
Leveraged Resources
Individual Records
Narrative
Certify

[Training Outcomes Definitions](#)
[Printable Version](#)

ETA Form 9134
 OMB No: 1205-0465
 Expires: 05/31/2011

Awaiting Grantee Certification

A. GRANTEE IDENTIFYING INFORMATION				
1. Grantee Name: LANE COMMUNITY COLLEGE		2. Grant Number: CB-15980-07-60-A-41		
3. Program/Project Name: Northwest Partnership for Dental Hygiene Solutions				
4. Grantee Address: 200 Constitution Ave, N.W. City: Washington State: OR ZIP Code: 20210		5. Report Quarter End Date: 09/30/2008		
		6. Report Due Date: November 14, 2008		
Performance Items		Previous Quarter (A)	Current Quarter (B)	Cumulative Grant-to-Date (C)
B. CUSTOMER SUMMARY INFORMATION *				
1. Total Exiters		16	<input type="text" value="0"/>	16
2. Total Participants Served		62	<input type="text" value="100"/>	72
3. New Participants Served		62	<input type="text" value="10"/>	72
Gender	3a. Male	61	<input type="text" value="0"/>	61
	3b. Female	1	<input type="text" value="0"/>	1
Ethnicity / Race	3c. Hispanic/Latino	1	<input type="text" value="0"/>	1
	3d. American Indian or Alaska Native	0	<input type="text" value="0"/>	0
	3e. Asian	0	<input type="text" value="0"/>	0
	3f. Black or African American	0	<input type="text" value="0"/>	0
	3g. Native Hawaiian or Other Pacific Islander	0	<input type="text" value="0"/>	0
	3h. White	59	<input type="text" value="0"/>	59
	3i. More Than One Race	2	<input type="text" value="0"/>	2

Click the 'Save' button which is located at the bottom of the screen when done.

A message that the information has been saved appears.

(19)NAICS Sector 81 - Other Services (except Public Administration) 0 0 0
(20)NAICS Sector 92 - Public Administration 0 0 0

GRANTEE PROGRAM CONTACT *

Contact Name: Sonja C Contact Phone:
Contact Email:
[Items marked with * are required to certify report](#)

Save Reset Cancel

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UNITED STATES DEPARTMENT OF LABOR [Accessibility](#) | [Privacy & Security](#) | [Contact](#)

Done

9. Click on the 'Individual Records' tab.

An 'Individual Data' section appears where the SIR file is selected and uploaded.

Grantee: TRINIDAD STATE JUNIOR COLLEGE
Report Quarter End Date: Initial Report
Grant Number: CB-15971-07-60-A-8

Training Outcomes Capacity Building Leveraged Resources **Individual Records** Narrative

[Training Outcomes Definitions](#) | [Printable Version](#)

This report was certified and submitted on 08/28/2008 5:17 PM

Training Outcomes Capacity Building Leveraged Resources **Individual Records** Narrative Certify

[Individual Records Definitions](#) | [Individual Record MS Excel Template File](#)

Data On Individuals
You have the option to report on data by uploading a file of individual data, entering supplemental common measures data on individuals, or doing both. Please select the appropriate option to proceed.

- ☐ I will upload a file of individual data that contains four data elements for each exiter: Social Security Number (SSN), employment status at participation, date of exit, and reason of exit.
- ☐ I will enter supplemental common measures data for each exiter, because I do not have the four required data elements for any exiters or because I prefer to independently track and compute the common measures for each exiter.
- ☐ I will upload an individual data file with the four required data elements for some exiters and enter supplemental data for the others.

Proceed Reset Cancel

As you can see, you have three options – upload the SIR, enter your supplemental common measure information manually, or a combination of these two options.

10. **UPLOADING THE SIR:** Click Browse. Select the SIR file saved in the previous task. Please note, the SIR file is a .txt file.

11. **ENTERING INFORMATION ON INDIVIDUAL EXITERS:** A 'Common Measures' section is below where the user can enter data from the Common Measures report printed from PAW. Enter data from the Common Measures report printed previously.

12. Select Save.

A message appears that the information has been saved.

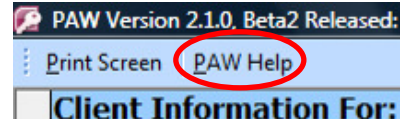
Using the PAW Help Tool

The PAW Help Tool provides guidance on how to use the system as well as definitions of terms used by the system. The tool may be accessed

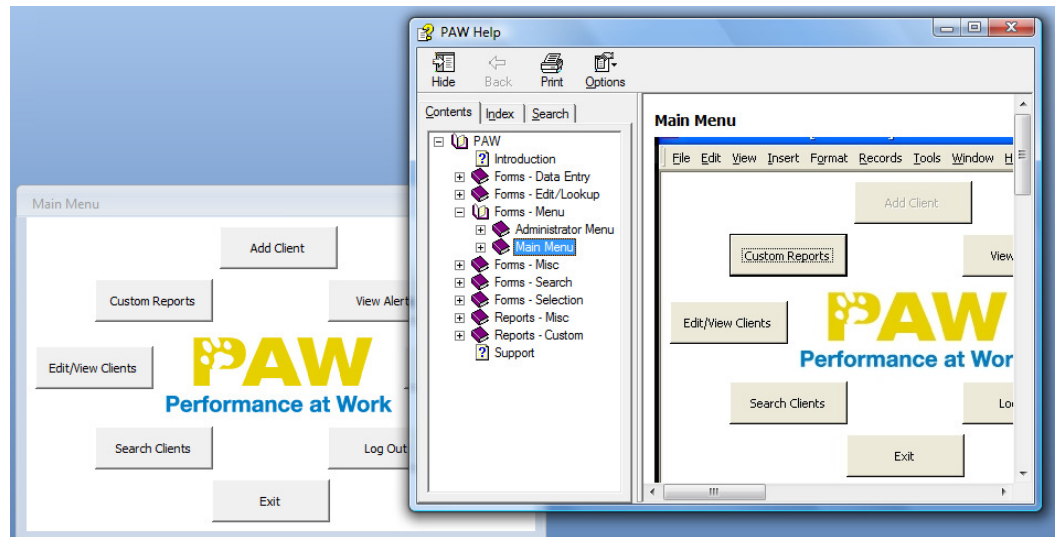
1. Independently by opening the PAW.chm file, also called a Compiled HTML Help File:

Name	Date modified	Type	Size	Authors
PAW	1/6/2009 2:03 PM	Compiled HTML Help file	5,963 KB	
PAW_BE	1/9/2009 1:44 PM	Microsoft Office Access Database	632 KB	
PAW_FE	1/9/2009 10:10 PM	Microsoft Office Access Database	5,136 KB	

2. Directly in the system via the button available in the upper left hand corner of the application (**Note:** this option is not currently available for Vista users):



3. Or by clicking the F1 key on your keyboard.



The assistance available via the Help Tool covers all of the Forms (e.g. Data Entry, Edit/Lookup, Search, etc.), Reports (e.g. Individual Activity Report, rpt 9134, etc.), and how to manage these different functions. For example, the Help screen for Add/Edit a Training Service looks like the screen below:

